



UNITED STATES MISSION -BOGOTA

VACANCY ANNOUNCEMENT



No. 101

Job Vacancy

December 30, 2003

OPEN TO: All Interested Candidates

POSITION: HUMAN RESOURCES CLERK (A54012)

CLOSING DATE: Thursday, January 15, 2004

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/MOH/OR - LCP/FSN-6
EFM/NOR - FP Scale = FP-8
(Position Grade: Final FP grade to be determined by Washington)

Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions. In addition, all applicants who are not the family members of USG employees officially assigned to Post and under Chief of Mission authority must be residing in country and have the required work and/or residency permits to be eligible for consideration. Applicant must attach a copy of work and/or residency permit.

“Applicants must be residing in Colombia at the time of application in order to be considered for employment. Only exception being: EFM’s and Members of Household, who can apply as soon as the sponsor has orders assigning him or her to Embassy Bogota”.

TO APPLY

If you meet all the requirements for this position, please submit the following items not later than the closing date.

- US Citizens must submit an application for Federal Employment (SF-171, OF-612) or a current resume.

- Colombian Citizens (FSN) must submit a Foreign National Employment application form.

Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.

Colombian Citizens may request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page: <http://usembassy.state.gov/Colombia> under "La Embajada" > "La Oficina de Recursos Humanos".

SUBMIT APPLICATION TO

American Embassy
Human Resources Office
Attention: Recruitment Unit
Diagonal 22D Bis No. 47-51

- Embassy employees must submit the employment application to the Human Resources Office receptionist.
- Outside applicants must submit the employment application to the Embassy receptionist.
- Eligible Family Members (EFM) not yet residing at post may submit applications via fax (57-1) 383-2088. **All other applicants must submit applications by hand – faxes will not be considered.**

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

PROFILE OF THE POSITION

The U.S. Embassy in Bogota is seeking an individual for the position of Human Resources Clerk in the Human Resources Office.

BASIC FUNCTION OF POSITION:

Assists the Human Resources Office in administering the Locally Engaged Staff (LE Staff) direct-hire/PSC/PSA program and ORE employees, recruitment, awards, separations, etc. It is expected to perform actions of a technical nature of bringing on board, in-service actions, and processing out of FSN employees falling under the Foreign Service National Employee System of the Department of State and participating agencies.

MAJOR DUTIES AND RESPONSIBILITIES:

- Prepares memoranda for State and non-state agencies requesting extensions of contracts. Prepares personnel actions on extensions to be signed by the Human Resources Officer, and contracting officers for LE Staff PSA and PSC employees. keeps track of signatures until extension contracts are returned to HRO. Prepares other personnel actions such as: LWOP, separations, MSI, etc. Update information in ALA system and updates staffing patterns accordingly.
- Prepares all Mission telephone directories:
- Prepares certificates of employment for LE Staff employees.
- Assists the Human Resources staff in filing in chronological order (personnel actions, letters, cables, etc.) and completing health, pension, work-connected forms.
- Prepares visa referrals for LE Staff employees and dependents.
- Opens files for: subject files, vacant positions and for new employees.
- Requests security clearances for temporary employees and student interns. Prepares PSA-LTD appointments.
- Assists in preparing paperwork for ORE employees: prepares letters for medical insurance, contracts, termination of contracts, memoranda for FMO.
- Prepares service history and memoranda for the SIV Committee.
- Reviews education allowances for LE Staff employees.
- Assists in the awards program: prepares memoranda, makes copies, requests pins, frames, and certificates for awards.
- Translates routine correspondence or documents.
- Prepares staff announcements, cables, routine correspondence, etc.
- Keeps the LE Staff bulletin board updated.
- Serves as back-up to positions N54030, 97-311101 (former A54021) and alternate time-keeper.
- Maintains tentative annual leave plans for all HRO staff.

- Answers questions and provides guidance to LE Staff.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- Education: Completion of Secondary School.
- Prior Work Experience: Two years of typing and clerical experience in personnel work or closely related field.
- Post Entry Training: None.
- Language Proficiency: Level 3 in English (good working knowledge) and level 4 in Spanish (Fluent).
- Knowledge: A good working knowledge of office operations.
- Skills and Abilities: Must have typing and word processing proficiency. Must demonstrate tact and diplomacy in person-to-person contacts as well as good telephone manners.

DESIRED QUALIFICATIONS BUT NOT REQUIRED:

- Education: Secretarial school.
- Knowledge: A general knowledge of 3 FAM and Foreign National Handbook. Embassy internal procedures.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFM's who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

DEFINITIONS:

1. **Eligible Family Member (EFM):** US Citizen spouse or US Citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. **Member of Household (MOH):** Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. **Not-Ordinarily Resident (NOR):** Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
5. **Foreign Service National (FSN):** A citizen of the host country.

**APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE
OR EMBASSY RECEPTIONIST BY: 01/15/04**

DISTRIBUTION: "BB"

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